***ENG 106: Composition 2 Essay Submission Checklist***

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Essay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date of Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Content**

This assignment contains:

\_\_\_ all of the required components, including number of sources;

\_\_\_ accurate information;

\_\_\_ abundant relevant evidence, including an average of three details per paragraph;

\_\_\_ evidence from credible sources;

\_\_\_ evidence from timely sources; (5 years)

\_\_\_ my own interpretation of the evidence, including an average of one or two interpretive

sentences per quotation, paraphrase, or summary.

**Clarity**

This assignment contains:

\_\_\_ a clear argumentative claim placed at the end of the introductory paragraph;

\_\_\_ paragraphs arranged in an effective order;

\_\_\_ an effective topic sentence at the beginning of each supporting paragraph;

\_\_\_ supporting sentences organized according to levels of generality;

\_\_\_ coherent supporting sentences that abide by the “known-new contract”;

\_\_\_ clear individual sentences.

**Style**

This assignment contains:

\_\_\_ an engaging introduction.

\_\_\_ concise sentences;

\_\_\_ lively language;

\_\_\_ tense is present and consistent throughout;

\_\_\_ no first/second person pronouns;

\_\_\_ an appropriate tone;

\_\_\_ no sentence fragments, fused sentences, errors in subject-verb agreement, or other

grammatical problems;

\_\_\_ no contractions;

\_\_\_ no confusion of plural vs. possessive;

\_\_\_ no misspellings or errors in pronunciation;

\_\_\_ no misused words; (ie. Then/than, there/their)

\_\_\_ no errors in capitalization;

\_\_\_ no errors in the use of quotation marks or italicization;

\_\_\_ no errors in the use of commas, apostrophes, and other punctuation marks;

\_\_\_ a satisfying conclusion;

\_\_\_ a professional appearance in the assigned MLA/APA style, including…

\_\_\_ header;

\_\_\_ running header;

\_\_\_ title (creative and capitalized correctly) and spaced appropriately within the essay;

**\_\_\_** font format: size 12 pt, style Times New Roman; (when finished, highlight entire

essay to double check)

\_\_\_ correct margins and indentations (NO justification!)

**Integrity**

This assignment contains:

\_\_\_ Works Cited/References

\_\_\_Works Cited/References title format;

\_\_\_Works Cited/References entry format;

\_\_\_Citation do not start or end a paragraph (except as an attention getting device)

\_\_\_Citations to not stand alone, they are incorporated into a sentence;

\_\_\_ quotation marks around exact words taken from sources;

\_\_\_ a parenthetical citation *at the end of each sentence* containing a key word, a phrase, or an

idea taken from a print source.

\_\_\_ a list of works cited identifying all of the sources—and ***only*** those sources—that are actually

identified through phrases and parenthetical citations in the assignment itself.

**Score:** \_\_\_\_\_\_/10 points